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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 1382.1

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2007

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Subject: NASA Privacy Procedural Requirements

Responsible Office: Office of the Chief Information Officer

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Preface

P.1 Purpose

This document sets forth the procedural requirements for protecting the privacy of personal information, regardless of format, that is collected, used, maintained, and disseminated by the National Aeronautics and Space Administration (NASA) through meeting statutory requirements for these processes. These requirements address when and how to conduct a Privacy Impact Assessment (PIA), the management of information in Privacy Act Systems of Records (SORs), and privacy concerns with Web pages.

This NASA Procedural Requirement (NPR) is based on Federal requirements. State requirements should be followed where applicable and more stringent.

P.2 Applicability

This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. This language applies to the NASA Jet Propulsion Laboratory (JPL), other contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements.

P.3 Authority

- a. National Aeronautics and Space Act of 1958, as amended, 42 U.S.C. § 2473(c) (l).
- b. E-Government Act of 2002 (E-Gov Act), as amended, 44 U.S.C. §§ 101 et seq.
- c. Privacy Act of 1974, as amended, 5 U.S.C. § 552a.
- d. NASA Policy Directive (NPD) 1382.17, NASA Privacy Policy.

P.4 Applicable Documents

- a. Federal Information Security Management Act of 2002 (FISMA), 44 U.S.C. § 3535.
- b. Paperwork Reduction Act of 1995 (PRA), as amended, 44 U.S.C. §§ 3501 et seq.
- c. Children's Online Privacy Protection Act of 1998 (COPPA), as amended, 15 U.S.C. §§ 6501 et seq.
- d. NASA Privacy Act Regulations, 14 Code of Federal Regulations (CFR) Part 1212.
- e. Clinger-Cohen Act of 1996, 40 U.S.C. 11103.

- f. The Government Performance and Results Act (GPRA) of 1993, as amended, 31 U.S.C. §§ 1101-1119, 9703-9704.
- g. The Federal Acquisition Regulations (FAR), 48 CFR Parts 1-99.
- h. NPR 1441.1, NASA Records Retention Schedules.
- i. NPR 1600.1, NASA Security Program Procedural Requirements.
- j. NPD 2540.1 Personal Use of Government Equipment including Information Technology.
- k. NPR 2810.1, Security of Information Technology.
- l. NPR 2830.1, NASA Enterprise Architecture Procedures.
- m. Federal Information Processing Standards (FIPS) Uniform Resource Locator (URL):
<http://csrc.nist.gov/publications/fips/index.html>.
- n. National Institute of Standards and Technology (NIST) Special Publications (SPs) 800 Series.
- o. Federal Register Document Drafting Handbook, 1998.

P.5 Measurement/Verification

Measurement/Verification Matrix is included as Appendix I.

P.6 Cancellation

None.

/S/

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Chief Information Officer

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